

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY REGORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE			
Application Date	Department of Education Office of Administrative Services Pegional Education Services Division	Application Number 81-26	2-A			
Application Number	Regional Education Services Division Atlanta, GA 30334	Date Received	Date Completed			
		MAY 26 1981	JUN 8 1981			
2. Person to Contact	Working Title	<u> </u>	Telephone Number			
Marsha Chambers	Senior Secretary		656-2446			
3. Action Requested						
	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated.					
E .	No. 81-262 Check One: ⊠ Change; ☐ Superced	No: □ Void				
4. Dates of Series	5. Records Series Title (followed by title used in office; if did					
Earliest Latest			- Tita -			
1969   to date	Bond Depreciation and Joint Hazard Reserv	e Applications	5 Files			
6. Division and Office Function  The Regional Education Services Division is responsible for providing liaison services between the State Department of Education and the 187 local school systems and 16 CESAs (Cooperative Education Service Agencies). It provides monitoring in administrative areas dealing with State Board of Education policies and State laws; administers state school standards through on-site appraisal of standards applications; assists local school systems in the development of local facility plans; conducts pupil-teacher ratio and attendance audits; provides liaison services to accrediting agencies and principals' organizations; compiles school systems data for directories, school calendars, and the State legislature. These services are provided through the Division Director, 10 Regional Directors (located in offices throughout the state), and 1 Administrator assigned to work with the principals' organization.						
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if a	nny):			
and Joint Hazard Re	ordinating applications by local school sy eserve funds held for use on buildings when	stems to use I state school	Depreciation bonds are			
paid off.  Included are: certificate of Use (DE Form 0962), Project Breakdown (DE Form 0963),  approval letter and related correspondence.						
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File is arranged: Chronol school system.	ogically by bond series group; thereunder	alphabetically	by local			
8. Monthly Reference Rate	How often are records referred to which are:		· · · · · · · · · · · · · · · · · · ·			
One to six months old $\frac{1}{1}$ twenty-five months and older	Seven to twelve months old18; Thirteen to					
twenty-five months and older?  9. Annual Rate of Accumulation of Records						
Letter-size drawers; Shelves; Other (specify)						
	-	- ·				
AR-50-71; Rev. 76	(Over)	· · · · · · · · · · · · · · · · · · ·				

YES	NO	10. Questionnaire	(Place an "X"	in the proper co	lumn)	The second secon	
X		a. Is this the office If not, where is	• •	eries?			
	X			ntial information	requiring security handl	ing? If yes, cite law or regula	ition.
_	X	c. Is this a vital re	ecord?				<del></del>
X		d. Does this serie	s have historical o		<del></del>		
	NA		wo documents in scheduled separat		necessary to keep the ent	tire file for a long period, coul	
	Х				ublished? If yes, attach	copy.	
	$ _{x} $	g. Is the informat	tion contained in			in a summarized report?	
	Х	h. Is there a dupl	ication of this ser	ies in your office	, or in another office or IN EACH SCHOOL SY	agency?	
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1.	Retent	tion Requirements	The f	following require	s the series to be kept:		
	a. Sta	te Law		years.	d. Audit period		vears.
		tute of limitation			e. Administrati		years.
	c. Fed	leral law		years.	f. Federal rețer	ntion instructions	•
	Attach	copy or excert of la	aws or regulations	s. Explain admin	istrative need		
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	These	instructions apply to	all prior and fut	ure accumulation	ns of the series.		
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Agen	ncy He	A/Designee Signa	ture)	Date	Records Management C	fficer (Signature)	Date
Y		li Law	ung (	5/2/81	Walker L	Bourgardne	5/20/8
			/ '	, , <u>,                                 </u>	State Records (	Committee (Signature)	Date
		dations n para-		(1)	1	1	100
		e approved. oved, attach letter	State Audito	<del></del>	WWW,	Juny .	16-5-11
	cplanat		Secretary of S	tate/Designe	Carrae	e Hart	6-4-81
			Attorney Gen		MIKA	heor.	6-5.81
		Rev. 76	According Gen		everse Side)		



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2. Person to Contact	Working Title	Telephone Number
Marsha Chambers	Senjor S	ecretary 656-2446
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	; Legal-size drawers; Shelves;	
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YES	NO	10. Questionnaire	(Place an "X	" in the proper ∞	lumn1		and the state of t	
Х		a. Is this the office	147	•	٠.			
	Х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
/2	_X_	c. Is this a vital re						
X		c. Is this a vital record?  d. Does this series have historical or long term research value?						
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	X	f. Is the informati	on contained i	in this series ever p	ublished?	If yes, attach co	ppy.	
	χ	g. 1s the informati		in this series ever a		d/or recorded in	a summarized report?	
	Х	h. Is there a duplic	cation of this s PARTIAL I	eries in your office DUPLICATION I	or in and N EACH			
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11.	Retent	tion Requirements		e following require				
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	c. rec	deral law		years.	Τ,	Federal retenti	on instructions	years.
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12.	Appro	ved Disposition Instru	uctions Th	is agency recomme	ends that t	he file series he c	cut off at the end of eac	h•
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